



2018 On Legal Grounds Posting Guidelines

- I. Number of Posts
 - a. 2 Permitted posts per event
 - i. 1 “Save the Date” post – approximately 1-2 weeks out
 - ii. 1 “Reminder” post – the week of the event
 - b. You must make a request to Dean Aden to include more than the posts listed above
- II. Timing of Posts
 - a. Posts will appear on the blog immediately if published (not scheduled)
 - b. Posts can be scheduled to open at a future date
 - c. Posts will appear in the daily email digest if published prior to 3:45 pm on Sunday through Thursday.
 - d. Posts published after 4 pm will appear in the next day’s email digest
 - e. Posts published after 4 pm on Thursday and prior to 3:45 pm on Sunday will appear in Sunday’s email digest
- III. Content of Posts
 - a. You may only post about events/activities related to the specific student org for which you are the designated PR person
 - i. For example
 1. No classifieds
 2. No Kaplan/Barbri information
 - b. Professional/appropriate
 - i. No off color language or comments
 - ii. No references to alcohol or bar crawls, etc...
- IV. Penalties for Non-Compliance
 - a. Post will be revoked
 - b. Account privileges can be revoked
 - c. Posting privileges can be revoked for your organization for the remainder of the semester or year
- V. Questions?
 - a. When in doubt ask Dean Aden